**Royal National Orthopaedic Hospital Charity**

**Job Description**

**Job Title:** Philanthropy Manager (Trusts and Major Donors)

**Department:** Fundraising

**Salary:** £32,500 to £39,500

**Hours:** 37.5 hours – part-time hours will also be considered

**Accountable to:** Head of Fundraising

**Key Relationships:** Members of the fundraising team

Charity CEO and Head of Finance

Senior Managers and Clinical Consultants

RNOH staff and patients

Existing donors and prospective donors

**Job Summary**

The RNOH Charity’s mission is to strengthen and support the people, research and infrastructure that make the Royal National Orthopaedic Hospital one of the world’s best orthopaedic hospitals.

Since its inception in 1997, the Charity has received and administered millions of pounds worth of donations, which have funded numerous essential projects for the hospital.

The Charity’s support and collaboration with the hospital at both the Stanmore and Bolsover Street sites, enable the RNOH’s world-class teams of clinicians and researchers to access state-of-the-art equipment, deliver rehabilitation and pursue ground-breaking research that is changing the face of how we treat complex orthopaedic conditions.

You will be responsible for maximising income from grant-making trusts and supporting the development of a caseload of mid-level and high value donors.

You will be part of fundraising team and report to the Head of Fundraising. You will develop strategies and implement annual action plans which ensure work is focussed and income targets achieved. You will support the Head of Fundraising to achieve the Charity’s strategic objectives relating to a step change in income levels and public profile of the RNOH Charity’s work.

**Purpose**

* To maximise income from grant-making trusts and major donors, contributing to the achievement of budgeted income targets for the RNOH Charity
* To develop a grant-making trusts programme including managing relationships and helping to secure support from grant-makers and individual donors who are capable of making substantial gifts that contribute to the achievement of budgeted income targets.
* To support the Head of Fundraising in the planning and implementation of a successful major donor gifts programme creating excellent stewardship and cultivation processes which generate significant income for the Charity
* To support the Head of Fundraising in leading the development of the Charity’s fundraising strategy across all income streams but specifically for grant-making trusts and major donors

1. **Main Duties and Responsibilities**
   1. Identify, manage and grow long term support from grant-making trusts and major donors by researching potential donors, writing complex and effective funding applications, and conducting excellent relationship management
   2. Plan and deliver the Charity’s application grant-funding programme to Trusts, ensuring that the application and work-flow process are clearly noted in the CRM system.
   3. Support the Head of Fundraising in the planning and implementation of a major donor programme involving prospect research across the CRM
   4. Build knowledge of major funding projects at the hospital and liaise with relevant directors, clinical department heads and facilities staff, to attract grants, high value donations and to develop on-going relationships with key donors.
2. **Fundraising** 
   1. Develop research which indicates the potential funding sources relating to grant-making trusts and major donors
   2. Identify and research prospective donors and supporters of the Charity and use that data (qualitative and quantitative) to propose strategies for solicitation and recruitment.
   3. Prepare detailed complex funding proposals appropriate to prospective funders
   4. Extract and analyse data from the CRM system using the findings to shape communications with trusts and major donors.
   5. Develop face-to-face relationships with high level donors and grant-making trusts in association with the Head of Fundraising
   6. Create bespoke cultivation and solicitation plans that utilise medical staff and the hospital’s senior management team effectively.
   7. Build strong interpersonal relationships with the hospital’s clinicians in order to gather information on health-related projects as well as expand the Charity’s network of potential supporters.
   8. Organise a range of bespoke high profile events and tours (face to face and digital) to attract major gift support.
   9. Develop and oversee appropriate stewardship plans for all donors as well as ensure that gift pledges are fulfilled on schedule. Monitor project development and prepare progress reports for donors.
   10. Ensure full and timely records of all activity are recorded on the fundraising database in adherence to set policies and procedures.
   11. Ensure that fundraising is compliant with all legislation and codes of practice including the Institute of Fundraising, Charity Commission guidance and the Fundraising Regulator.
3. **Additional** 
   1. Establish and maintain positive working relationships with other departments across the organisation to encourage RNOH champions.
   2. Support the work of the Charity by contributing proactively to fundraising team meetings, strategic discussions and taking on additional projects where possible and appropriate.
   3. Support and encourage other members of the team in their work.
   4. Be a professional and considerate representative of the Charity at all times.
   5. Ensure that income is handled as tax effectively as possible.
   6. Liaise with both the fundraising and finance teams to ensure that earmarked gifts related to donors are recorded appropriately.
   7. Work in support of and with respect to the aims of the RNOH and of the fundraising and development department as a whole.
   8. Travel within the UK, as well as attend events and meetings outside of normal working hours as required.
4. **Special Requirements**
   1. Any other duties commensurate with the grade and in line with the requirement of thispypost.
   2. This job description gives a general outline of the post and is not intended to be inflexible or a final list of duties.
   3. It may therefore be amended from time to time in consultation with the post holder. This appointment is subject to the terms and conditions of employment of the RNOH Charity.
   4. The post holder must comply with the Code of Professional Conduct applicable to their profession.
5. **General Information**

Due to the dynamic nature of the sector we work in, job descriptions are subject to review. Jobholders are expected to be flexible and may be required to undertake duties, which are not described in those above. Reviews will be undertaken when necessary by line managers in consultation with post holders. It is necessary to be flexible due to specific deadlines or the nature of our charitable activity. You may be expected to attend events at weekends and in the evenings. The staff works as a team and, as a small team, we expect all our staff to support each other and have the flexibility to get involved in activities as and when it is needed and appropriate.

**ROYAL NATIONAL ORTHOPAEDIC HOSPITAL NHS TRUST**

**Person Specification**

**Job Title:** Philanthropy Manager (Trusts and Major Donors)

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| **Requirements** | **Essential/**  **Desirable** | **How Tested** |
| **Education/Qualifications**   * Degree or equivalent level of qualification | E | CV |
| **Experience**   * 3 years fundraising experience * Significant experience in raising funds from grant-making trusts including securing gifts at the five and six figure level * Experience of raising funds for both capital and revenue projects in the healthcare/ medical arena | E  E  D | CV  CV/I  CV/I |
| **Skills/Abilities**   * An ability to devise effective cultivation and solicitation strategies and to track a portfolio of grant-making trusts and major gift prospects * Experience of using research techniques particularly to acquire information about existing and prospective funders. Excellent prospect research and profile creation. * An ability to develop good working relationships with a range of different stakeholders both internally and externally * Excellent written and oral communication skills (including the ability to understand and communicate complex medical projects to non-academic supporters) * Well organised and excellent attention to detail * Ability to assimilate and analyse written and financial information quickly and accurately * Ability to demonstrate highest level of commitment to donor care | E  E  E  E  E  E  E | CV/I  CV/I  CV/I  CV/I  CV/I  CV/I  CV/I |
| **Knowledge**   * Sound knowledge of a broad range of fundraising activities, including: grant-making trusts, major donor and legacy fundraising * Advanced knowledge of a CRM system e.g Raiser’s Edge, ThankQ * High level of computer literacy | E  E  E | I  CV/I  CV/I |
| **Personal Attributes**   * Positive and proactive approach to work * Target-driven and able to work to tight deadlines * Excellent interpersonal skills: diplomacy, discretion, tact and persuasiveness * Ability to develop sound working relationships with donors, supporters and staff * Ability to work calmly under pressure and prioritise effectively * Ability to work as part of a team and on own initiative | E  E  E  E  E  E | I  I  I  I  I  CV/I |

Means of Assessment include application/CV (CV) and Interview (I).

**Reviewed: December 2021**